

State of Delaware
Fleet Services
OPERATING POLICIES AND PROCEDURES

CATEGORY: VEHICLE OPERATION	DATE ISSUED: 1-01-04 REVISED: 7-13-06	EFFECTIVE DATE 7-13-06	POLICY NO: VO-14
TITLE: PICK-UP SITES Hours/Locations Motor Pools –New Castle County			PAGE 1 OF 3

*The office of Fleet Services has established vehicle pick-up sites throughout the state, which serve many locations. Each facility in the service area is assigned to a primary pick-up site where an authorized driver will usually be sent to pick up a vehicle. If a vehicle is unavailable at the primary pick-up site, the authorized driver will usually be deferred to a secondary pick-up site. The Fleet Services Reservationists will advise drivers of their vehicle pick-up site when their reservation is confirmed via fax confirmation sheet. **It is important that drivers review their faxed reservation confirmation sheet to ensure all requirements have been met as requested.***

*Drivers should check the assigned vehicle **before** departing the pick-up site, i.e. lights, turn signals, tire pressure, hood secure, etc. Drivers are also requested to check the vehicle tag expiration date on the license plate, as Fleet Services has experienced a number of tags being removed from Fleet vehicles.*

New Castle County

<i>SITE NO.</i>	<i>HOURS</i>	<i>LOT/KEY KEEPER LOCATION</i>
NC1	7:00 – 4:30	Carvel State Office Building, 8 TH and French Street
NC12	7:30 – 5:00	T Building, Herman Holloway Campus
NC13	8:00 – 4:30	Terry Childrens Center, Across from Herman Holloway
NC14	8:00 – 4:00	Emily Bissell Hospital, 3000 Newport Gap Pike
NC17	8:00 – 4:30	DSCYF/Ferris, Faulkland Road
NC24	8:00 - 4:30	Barley Mill Plaza
NC27	7:30 – 4:30	Department of Labor, Fox Valley
NC29	7:00 – 3:00	Del Tech Stanton
NC31	8:00 – 4:30	Robscott State Service Center
NC32	7:30 – 4:30	DelDot/North District, Rt. 7, Bear
NC33	8:00 – 4:30	DNREC, 715 Grantham Lane
KC43	7:30 – 4:30 (no keys distributed from 12 noon–1)	Appoquinimink State Service Center

****Denotes Agency Reservations Only**

State of Delaware
Fleet Services
OPERATING POLICIES AND PROCEDURES

CATEGORY: VEHICLE OPERATION	DATE ISSUED: 1-01-04 REVISED: 10-10-06	EFFECTIVE DATE 10-10-06	POLICY NO: VO-14
TITLE: PICK-UP SITES Hours/Locations Motor Pools –Kent County			PAGE 2 OF 3

*The office of Fleet Services has established vehicle pick-up sites throughout the state, which serve many locations. Each facility in the service area is assigned to a primary pick-up site where an authorized driver will usually be sent to pick up a vehicle. If a vehicle is unavailable at the primary pick-up site, the authorized driver will usually be deferred to a secondary pick-up site. The Fleet Services Reservationists will advise drivers of their vehicle pick-up site when their reservation is confirmed via fax confirmation sheet. **It is important that drivers review their faxed reservation confirmation sheet to ensure all requirements have been met as requested.***

*Drivers should check the assigned vehicle **before** departing the pick-up site, i.e. lights, turn signals, tire pressure, hood secure, etc. Drivers are also requested to check the vehicle tag expiration date on the license plate, as Fleet Services has experienced a number of tags being removed from Fleet vehicles.*

KENT COUNTY

<i>SITE NO.</i>	<i>HOURS</i>	<i>LOT/KEY KEEPER LOCATION</i>
KC1	7:30 – 5:00	Blue Hen Corporate Center
KC9	8:00 – 4:30	Pensions Office, Silver Lake Plaza, Walker Road
KC16	08:00 – 4:00	DHCI, Smyrna
KC19	8:00 – 4:30	Department of Agriculture, Rt. 13S
KC43	7:30 – 4:30 (no keys distributed from 12 noon–1 pm)	Appoquinimink State Service Center

****Denotes Agency Reservations Only**

State of Delaware
Fleet Services
OPERATING POLICIES AND PROCEDURES

CATEGORY: VEHICLE OPERATION	DATE ISSUED: 1-01-04 REVISED: 7-13-06	EFFECTIVE DATE 7-13-06	POLICY NO: VO-14
TITLE: PICK-UP SITES Hours/Locations Motor Pools –Sussex County			PAGE 3 OF 3

*The office of Fleet Services has established vehicle pick-up sites throughout the state, which serve many locations. Each facility in the service area is assigned to a primary pick-up site where an authorized driver will usually be sent to pick up a vehicle. If a vehicle is unavailable at the primary pick-up site, the authorized driver will usually be deferred to a secondary pick-up site. The Fleet Services Reservationists will advise drivers of their vehicle pick-up site when their reservation is confirmed via fax confirmation sheet. **It is important that drivers review their faxed reservation confirmation sheet to ensure all requirements have been met as requested.***

*Drivers should check the assigned vehicle **before** departing the pick-up site, i.e. lights, turn signals, tire pressure, hood secure, etc. Drivers are also requested to check the vehicle tag expiration date on the license plate, as Fleet Services has experienced a number of tags being removed from Fleet vehicles.*

SUSSEX COUNTY

<i>SITE NO.</i>	<i>HOURS</i>	<i>LOT/KEY KEEPER LOCATION</i>
SC1	7:30 – 4:30	Georgetown State Service Center, S. Bedford St.
SC10	7:30 – 5:00	Shipley State Service Center, 350 Virginia Ave., Seaford
SC12	7:30 – 4:30	Laurel State Service Center, 440 N. Poplar Street
SC14	7:30 – 4:00	Pyle State Service Center, Roxanna Rd., Frankford
SC16	7:30 – 5:00	Bridgeville State Service Center, N. Cannon & Mill Sts
SC18	7:30 – 4:30	Milford State Service Center

****Denotes Agency Reservations Only**